

Chief Cook (Water Transportation) - Career Lattice Work Processes Schedules and Related Instruction Outlines

Chief Cook (Water Transportation) Career Lattice
 O*NET - SOC Code: 315.131-010
 RAIS Code: 1053CB

The Chief Cook is responsible for preparing meals and cooking foods of all types on a regular basis or for special functions; supervises and coordinates activities of cooks and workers engaged in food preparation; in collaboration with other personnel to plan and develop recipes and menus aboard marine transportation vessels.

A.1 Chief Cook (Water Transportation) Competencies

Chief Cook (Water Transportation) Competencies		OJL Hours <u>2,080</u>
1.	Duties and Functions of Storeroom Receive, issue, store, and care of refrigerators, food and, other supplies. Maintain adequate storeroom records.	160
1.1	Demonstrate proficiency in ordering, receiving, storing, rotating and issuing practices.	
1.2	Demonstrate proficiency in preparing purchase orders and inventory sheets.	
1.3	Demonstrate knowledge of proper storage techniques, and maintain proper storage temperatures of food products.	
1.4	Demonstrate proficiency date, tag, and rotate products.	
1.5	Demonstrate ability to identify varieties of food and sundry products.	
1.6	Demonstrate ability to evaluate product quality and acceptability.	
1.7	Demonstrate proficiency in selecting and using proper amounts of food for any given recipe or preparations.	
1.8	Demonstrate ability to identify equipment in the kitchen, including all refrigeration equipment, fixed equipment, cooling equipment, hand tools, and appliances.	
1.9	Demonstrate knowledge of the safe cleaning and maintenance of all equipment, appliances, and hand tools.	

2.	Vegetable Station Preparation of vegetables which are customarily served raw or cooked.	250
2.1	Demonstrate ability to prepare raw vegetables and salads by washing, peeling, chopping, mincing, slicing etc.	
2.2	Demonstrate proficiency in cooking vegetables by frying, boiling, roasting, etc.	
2.3	Demonstrate ability to setup salad bars and vegetable service lines for presentation of both cold and cooked vegetables.	
3.	Fried Foods Preparation and cooking of foods which are customarily fried.	250
3.1	Demonstrate ability to prepare meat, poultry and fish dishes using the frying method of cooking.	
3.2	Demonstrate ability to prepare vegetable dishes using the frying method of cooking.	
3.3	Demonstrate proficiency in wok and stir fry cooking of meats, poultry, seafood and vegetables.	
4.	Meat Preparation Meat cutting and preparation of poultry, seafood, and fish.	280
4.1	Demonstrate ability to identify primal cuts of beef, veal, pork and lamb.	
4.2	Demonstrate ability to identify and select the proper cooking technique/preparation method for selected cuts of meats, poultry, fish and seafood.	
4.3	Demonstrate knowledge to identify appropriate cuts/muscle of meat based on selected cooking techniques.	
4.4	Demonstrate proficiency in filleting and boning out fish and meats.	
4.5	Demonstrate proficiency in clean fish and shellfish.	
4.6	Demonstrate knowledge in describing the process of fabricating various meats, poultry, and seafood.	
4.7	Demonstrate knowledge in listing various applications for the use of meat by-products.	
5.	Cold Meat Station General functions of the cold-meat department, sandwiches, breadings, garnishes, buffets, appetizers, decorating, and ornamental work.	280
5.1	Demonstrate proficiency in preparing appetizers, sandwiches, salads, canapés and hors d' oeuvres.	
5.2	Demonstrate ability in applying proper techniques for the preparation of cold sauces, salads, salad dressings, marinades, relishes, and	

	accompaniments.	
6.	Roasting and Broiling Roasting of meats, garnishing, and making meat gravy. Broiling of all meats, fish, seafood, and fowl.	280
6.1	Demonstrate proficiency in roasting of meat and vegetable dishes.	
6.2	Demonstrate proficiency in broiling of meat dishes.	
6.3	Demonstrate knowledge of ovens and roasting/broiling temperature settings.	
6.4	Demonstrate knowledge of roasting and broiling utensils.	
7.	Pastry Cook Baking of breads, sweet pastries, cakes, pies and other assorted baked goods.	305
7.1	Demonstrate knowledge of the basic principles of baking and define terminology specifically related to the production of breads and pastries.	
7.2	Demonstrate knowledge of the functions of various ingredients used in baked products.	
7.3	Demonstrate proper use of products for baking and pastry.	
7.4	Demonstrate application of basic mathematical skills to the conversion of recipes.	
7.5	Demonstrate ability to scale ingredients accurately.	
7.6	Demonstrate knowledge of regulated cooking and baking temperatures.	
7.7	Demonstrate knowledge of equipment commonly utilized during the production of baked goods.	
7.8	Demonstrate knowledge of ability to utilize with care and safety the appropriate tools and equipment for baking.	
7.9	Demonstrate ability to prepare yeast dough, sweet dough, quick breads, specialty dough, pies and cookies.	
7.10	Demonstrate ability to produce various batters including cake, crepe, muffin, and fritter batter.	

7.11	Demonstrate ability to prepare cakes and icings, and perform basic cake decorating styles and techniques.	
8.	Dining Room Operations Dining room setup and food service for individuals and groups.	80
8.1	Demonstrate ability to describe the functions of dining service.	
8.2	Demonstrate the proper training procedures for the dining room personnel.	
8.3	Demonstrate and explain guest service and customer relations, including the handling of difficult situations and accommodations for the disabled.	
8.4	Demonstrate knowledge the inter-relationship and work-flow between dining room and kitchen operations.	
8.5	Demonstrate knowledge of the general rules of table settings and service.	
8.6	Demonstrate knowledge of techniques for service personnel including menu knowledge.	
8.7	Identify and demonstrate various table settings.	
9.	Beverage Identification & Management Preparation and serving of beverages for dining room and bar service.	60
9.1	Demonstrate knowledge of local, state, and federal laws pertaining to the purchase and service of alcoholic beverages.	
9.2	Demonstrate knowledge of the relationship of beverages and foods.	
9.3	Demonstrate the preparation, presentation and service non-alcoholic beverages to include coffees, teas and waters.	
9.4	Demonstrate the preparation, presentation and service of alcoholic beverages (Cruise Ship Only)	
9.5	Demonstrate knowledge of equipment and glassware used for beverage preparation and service.	
9.6	Demonstrate knowledge the opening and closing procedures of a beverage operation.	
9.7	Demonstrate knowledge of procedures for implementing internal beverage controls.	
9.8	Demonstrate knowledge of characteristics of wine, beer, and liquors.	

10.	Vessel Familiarization	16
10.1	Demonstrate knowledge basic seamanship.	
10.2	Demonstrate knowledge personal safety and responsibility.	
10.3	Demonstrate procedures for emergency/disaster preparedness.	
10.4	Participate in vessel familiarization tour.	
11.	Vessel Operations and Maintenance	29
11.1	Demonstrate knowledge of reporting aboard, vessel safety and sea projects.	
11.2	Demonstrate knowledge of basic marlinespike seamanship.	
11.3	Demonstrate knowledge of basic deck operations and maintenance.	
11.4	Demonstrate knowledge of bridge operations and watch standing.	
11.5	Review procedures for valve maintenance.	
11.6	Review properties of paints and coatings.	
11.7	Review MSDS procedures and policy.	
11.8	Demonstrate knowledge of fueling operations and environmental procedures.	
12.	Galley Familiarization	9
12.1	Demonstrate knowledge of equipment identification.	
12.2	Demonstrate knowledge of knife basics.	
12.3	Demonstrate knowledge of breakfast cookery.	
12.4	Demonstrate procedures for salad preparation.	
12.5	Demonstrate procedures for preparing breads and pastry.	
13.	First Aid & Cardio-Pulmonary Resuscitation (CPR)	11
13.1	Demonstrate knowledge of breathing emergencies.	
13.2	Demonstrate ability to perform adult CPR.	
13.3	Demonstrate knowledge of First Aid procedures.	
13.4	Demonstrate proficiency in practical First Aid evaluation exercises.	
14.	Apply Skills of Basic Fire Fighting	9
14.1	Demonstrate ability to use breathing apparatus practical.	
14.2	Demonstrate proficiency in practical exercises and drills.	
15.	Apply Skills of Water Survival	26

15.1	Demonstrate familiarity with propulsion systems.	
15.2	Demonstrate familiarity with lifeboat equipment.	
15.3	Demonstrate knowledge types of Davits.	
15.4	Demonstrate proficiency in launching procedures for life rafts.	
15.5	Demonstrate proficiency using the life raft.	
15.6	Demonstrate knowledge of survival methods.	
15.7	Demonstrate familiarity signaling techniques.	
16.	Physical Education	35
16.1	Demonstrate proficiency in strength training.	
16.2	Demonstrate proficiency in calisthenics.	
16.3	Demonstrate proficiency in cardiovascular endurance.	
16.4	Demonstrate teamwork and safety.	

A.2 Related Instruction Outline - Chief Cook (Water Transportation)

The Related Instruction (RI) outlines the courses that provide the technical ability that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship. Cruise ship related instruction will include all Coast Guard required training, passenger safety training, customer service skills, department specific skills training customized to the cruise line employers' quality of service standards requirements and expectations for customer satisfaction.

Related Instruction: Chief Cook (Water Transportation)		RI Hours <u>240.5</u>
1.	Phase I (Twelve-Week Vocational Curriculum)	208.5
1.1	Shipboard Sanitation	20
1.2	Galley Familiarization	12
1.3	First Aid & Cardio-Pulmonary Resuscitation (CPR)	10
1.4	Basic Fire Fighting	21
1.5	Industrial Relations I	20
1.6	Water Survival	34
1.7	Vessel Familiarization and Basic Seamanship	42
1.8	Vessel Operations and Maintenance	17.5
1.9	Physical Education	5
1.10	Social Responsibilities	27
2.	Phase II (Specialized Steward Department Training)	32
2.1	Introduction	2
2.2	Measurements	1
2.3	Recipe Conversion	4
2.4	Ingredients and their functions	2
2.5	Basic Mixing Methods	4
2.6	Steps of Yeast Dough Production	3
2.7	Controlling Fermentation	2
2.8	Cakes	3
2.9	Pies	3
2.10	Practical Examination	6
2.11	Review/examination/course critique	2

Work Processes Schedules and Related Instruction Outline for Certificates of Training - Cruise Ship Hospitality Occupations

Cruise Ship Hospitality Occupations Competencies

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Description:

The Cruise Ship Hospitality Certificate of Training programs train entry-level and semi-skilled workers for positions on American flag passenger vessels operated by shipping companies. These positions require the knowledge, skills and abilities of principles and processes for providing customer services to cruise ship patrons. The program includes skills training, passenger and crew safety, customer needs assessment and evaluation of customer satisfaction. The courses are designed to meet the quality standards for the hospitality industry.

On-The-Job Learning (OJL):

The apprentices will learn the following work processes, demonstrating competencies over the 1,000 hour term of their program based on their area of concentration. This constitutes the OJL learning portion of the apprenticeship program. For clarification examples of specific skill area competencies are broken down into general work processes/tasks.

B.1 Cruise Ship Hospitality Occupations Competencies

Cruise Ship Hospitality Occupations Competencies		OJL Hours <u>1,000</u>
1.	Competencies: Dining Room Steward Utility Facilitate food service: clean tables, carry dirty dishes, replace soiled table linens; set tables; replenish supply of clean linens, silverware, glassware, and dishes; supply service bar with food, and serve water, butter, and coffee to patrons.	OJL Hours <u>1,000</u>
1.1	Demonstrate ability to perform serving, cleaning, and stocking duties in establishments such as cafeterias or dining rooms in order to facilitate customer service.	
1.2	Demonstrate ability to clean up spilled food, drink and broken dishes, and remove empty bottles and trash.	
1.3	Demonstrate ability to carry food, dishes, trays, and silverware from kitchens and supply departments to serving counters.	
1.4	Demonstrate ability to carry trays from food counters to tables for cafeteria patrons.	
1.5	Demonstrate ability to fill beverage and ice dispensers.	
1.6	Demonstrate ability to garnish foods, and position them on tables to make them visible and accessible.	

1.7	Demonstrate ability to maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, and trays.	
1.8	Demonstrate ability to replenish supplies of food and equipment at steam tables and service bars.	
1.9	Demonstrate ability to scrape and stack dirty dishes, and carry dishes and other tableware to kitchens for cleaning.	
1.10	Demonstrate knowledge of suite/room locations and ability to take orders, prepare and deliver room service meals throughout the ship.	
2.	<p>Competencies: Bar Assistant Utility</p> <p>Assist in mixing and serving alcoholic and non-alcoholic drinks to bar area and dining room patrons, following standard recipes: Mix ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks. Serve wine and draught or bottled beer. Collect money for drinks served. Help in ordering or requisitions liquors and supplies. Arrange bottles and glasses to make attractive display. Prepare drink garnishments by slicing and pitting fruit. Assist in preparing appetizers, such as pickles, cheese, and cold meats. Assist in tending bar and serve drinks in dining room/lounge areas.</p>	<p>OJL Hours <u>1,000</u></p>
2.1	Demonstrate proficiency and accuracy in collecting money for drinks served.	
2.2	Demonstrate knowledge of checking identification of customers in order to verify age requirements for purchase of alcohol.	
2.3	Demonstrate proficiency in balancing cash receipts.	
2.4	Demonstrate knowledge of mix ingredients, such as liquor, soda, water, sugar, and bitters, in order to prepare cocktails and other drinks.	
2.6	Demonstrate ability to clean glasses, utensils, and bar equipment.	
2.7	Demonstrate knowledge of limiting problems and liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering assistance or transport for intoxicated patrons.	
2.8	Demonstrate proficiency in taking beverage orders from serving staff or directly from patrons.	
2.9	Demonstrate proficiency in serving wine, and bottled or draft beer.	
2.10	Demonstrate knowledge of cleanliness for bars, work areas, and tables.	
2.11	Demonstrate ability to serve snacks or food items to customers seated at the bar or tables.	

3.	<p>Competencies: Galley Cook Utility</p> <p>Completion of cooking modules and acquiring competencies in food service sanitation, techniques of cooking applied to fish, seafood, poultry, meat, soups and vegetables. Demonstration of knowledge in menu planning and recipe cooking.</p>	<p>OJL Hours <u>1,000</u></p>
3.1	Demonstrate proficiency and accuracy in recipe reading and ingredient measuring.	
3.2	Demonstrate ability to keep accurate menu plans, authorization forms for food purchase, and transaction reconciliations.	
3.3	Demonstrate ability to fix meat dishes, seafood and poultry.	
3.4	Demonstrate ability to work in and monitor an assigned area for galley duties.	
3.5	Demonstrate ability to listen to instructions from the chief cooks.	
3.6	Demonstrate knowledge of maintaining proper safety standards in work areas.	
3.7	Demonstrate proficiency and accuracy in obtaining customers' food orders from wait staff.	
3.8	Demonstrate ability to understand proper sanitation procedures.	
3.9	Demonstrate proficiency and accuracy in measurements, weights and scaling of portions.	
3.10	Demonstrate proficiency and accuracy in on time food service and buffet lines.	

B.2 Related Instruction Outline: Cruise Ship Hospitality Occupations

The Related Instruction (RI) outlines the OJL courses that provide the technical ability that supplements the OJL learning. It is through the combination of both the OJL learning and the related instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship. Cruise ship related instruction will include all Coast Guard required training, passenger safety training, customer service skills, department specific skills training customized to the cruise line employers' quality of service standards requirements and expectations for customer satisfaction.

Related Instruction Outline: Cruise Ship Hospitality Occupations	RI Hours <u>190-</u> <u>276</u>
1. MST 121 - Basic Safety Training for New Mariners (STCW)	40
2. MST 1211 - Personal Survival (STCW A-VI/1-1)	12
3. MST 1212 - Fire Prevention and Fire Fighting (STCW VI/1-2)	16
4. MST 1213 - First Aid/CPR (STCW VI/1-3)	8
5. MST 1214 - Social Responsibility and Personal Safety (STCW A-VI/1-4) - This course also does not replace water survival training courses as required by 46 CFR for Coast Guard endorsement as lifeboat-man.	4
6. MST 122 - Proficiency in Survival Craft, This course meets the requirements set forth in 46 CFR 12.10, 46 CFR 10.20S (1) (1), and the Standards of Training, Certification and Watch-keeping (STCW), 1995, Table A-VI/1-1 and A-VI/2-1 (The standards of Personal Survival Techniques and Competence in Survival Crafts and Rescue Boats other than Fast Rescue Boats.).	40
7. MST 123 - Crowd Management, This course fulfills the requirements of STCW, (1995), Section V/3, paragraphs 4-7 for passenger ships.	4
8. MST 124 - Crisis Management and Human Behavior , this course meets the requirements of the Standards of Training, Certification and Watch-keeping (STCW), (1995), Section A-V/2 (if required).	8
9. SOC 099 - Social Responsibilities, this course includes an understanding of social skills necessary for living and working on board ships.	27
10. MSC 107- Level 1 Anti-Terrorism/Personal Protection. This course familiarizes the student with the knowledge and skills necessary to protect themselves and the passengers on the ship.	1
11. Basic Fire Fighting 16 Hours (STCW) HTS 106 - This course meets the fire fighting training requirements of the Fire Prevention Module for the STCW Basic Safety Course (MST 121) (if required)	16
12. First Aid and Cardio-Pulmonary Resuscitation (CPR) HTS 103 - Those satisfactorily completing the course and examination are awarded the American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) Certificate (if required).	20

<p>13. Food Service Sanitation Course (PVC) - Provides instruction and training modules in Food Service Sanitation for cruise lines vessels. Courses are specifically designed to meet the requirements of the employer and are taught by Paul Hall Instructors. Modules included in the training are: understanding of terminology related to sanitation, personal hygiene, micro-organisms, food borne illness, contamination, Hazard Analysis Critical Control Point (HACCP), receiving and storing, pest infestation, safe preparation and service, and cleaning and sanitizing. Instruction includes intensive hands-on training, chef-instructor demonstrations, and classroom lectures. Students may request Serve-Safe accreditation by completing the national examination. (if required)</p>	<p>40</p>
<p>14. In addition to Food Service Sanitation Course (PVC), apprentices will receive 40 hours of specific instruction in skills training modules for their chosen area of concentration in the Steward department. These skill training modules will be customized for each cruise line employer to meet their quality of service standards.</p> <p>To meet specific requirements of the vessels, a number of modules have been developed for job-specific training. Courses are available for these courses. Instruction is provided on-site with hands-on training and practical application.</p>	<p>40</p>